Forestry Grants System Access Portal
Forest Sustainability Funds Applicant User Guide

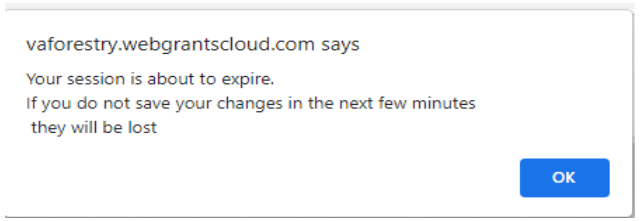
Prepare

Please review this guide to determine what information you need to gather in advance to steamline the application process.
Mandatory attachments are:

- Completed Commonwealth of Virginia Substitue W-9. (A blank COV W-9 form is provided in Forestry Grants, or use this link https://www.doa.virginia.gov/forms/CVG/W9_COVSubstitute.pdf.)
- Copy of locality's ordinance.
- Calculate forgone revenue prior to completing online application.

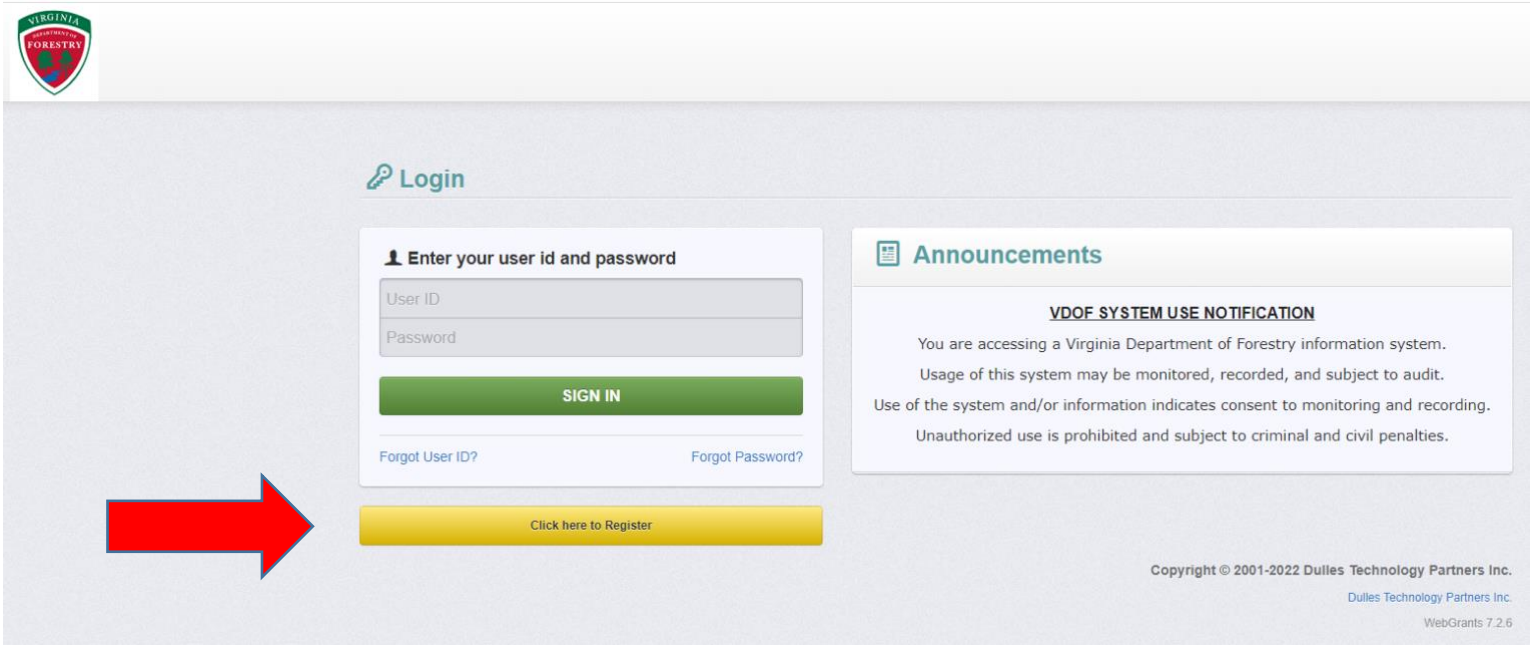
WARNING

Forestry Grants has a preset 10-minute timeout function. Users will receive a reminder as shown below; use the SAVE function to avoid loss of data.

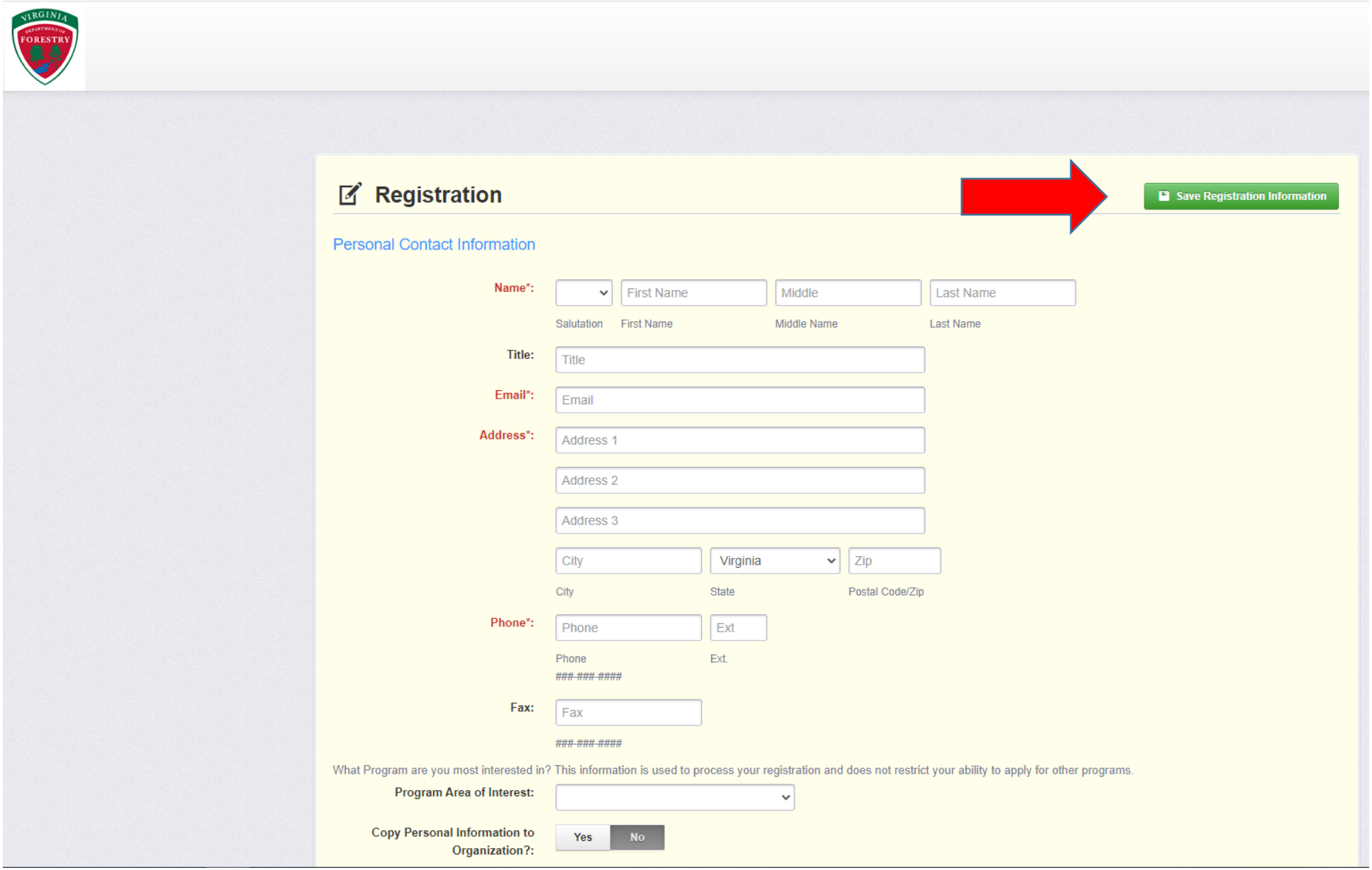


Get Started

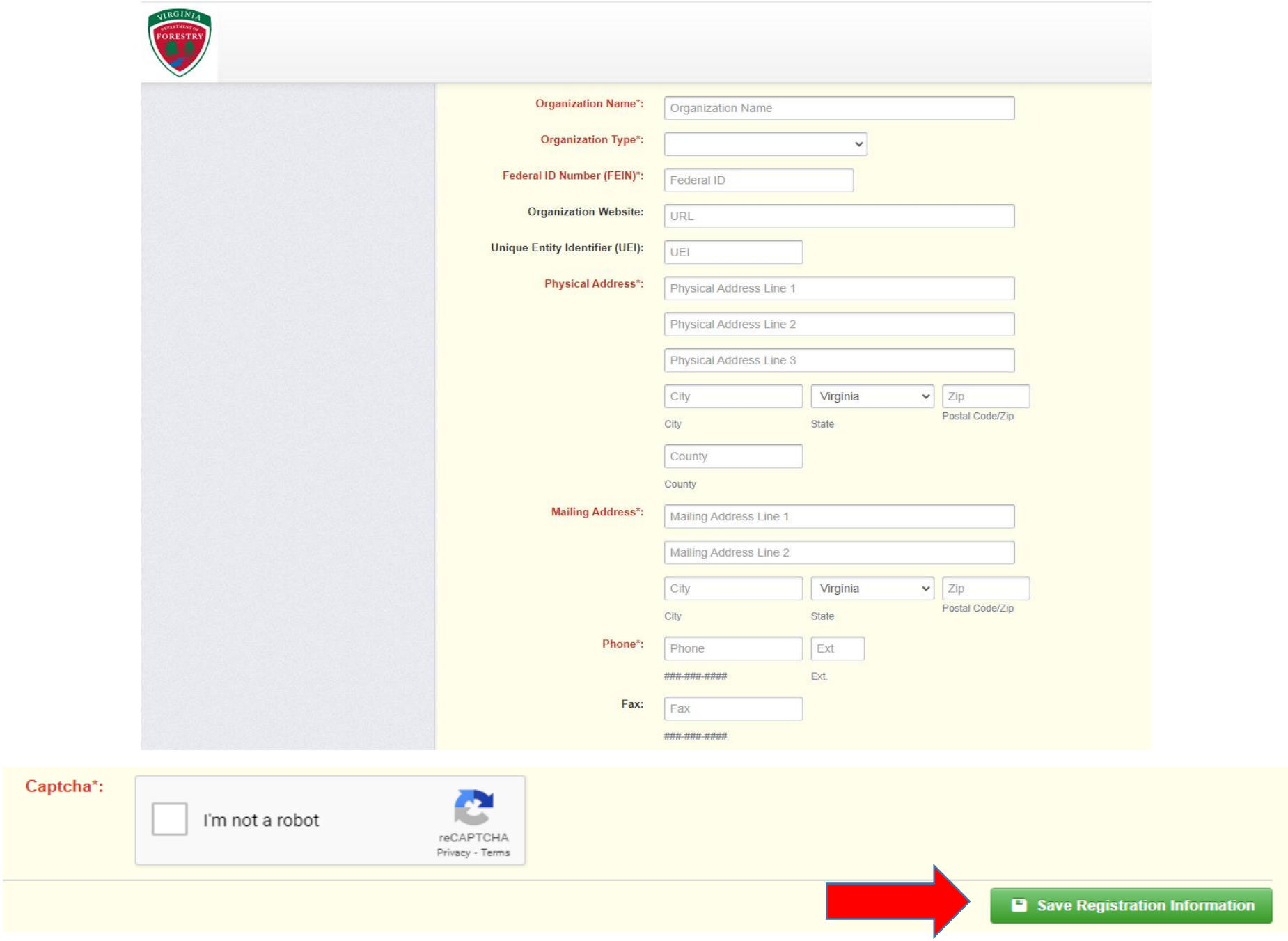
1) Navigate to the Virginia Department of Forestry (VDOF) Forestry Grants System Access Portal and click the **Click here to Register** button.
https://vaforestry.webgrantscloud.com/index.do



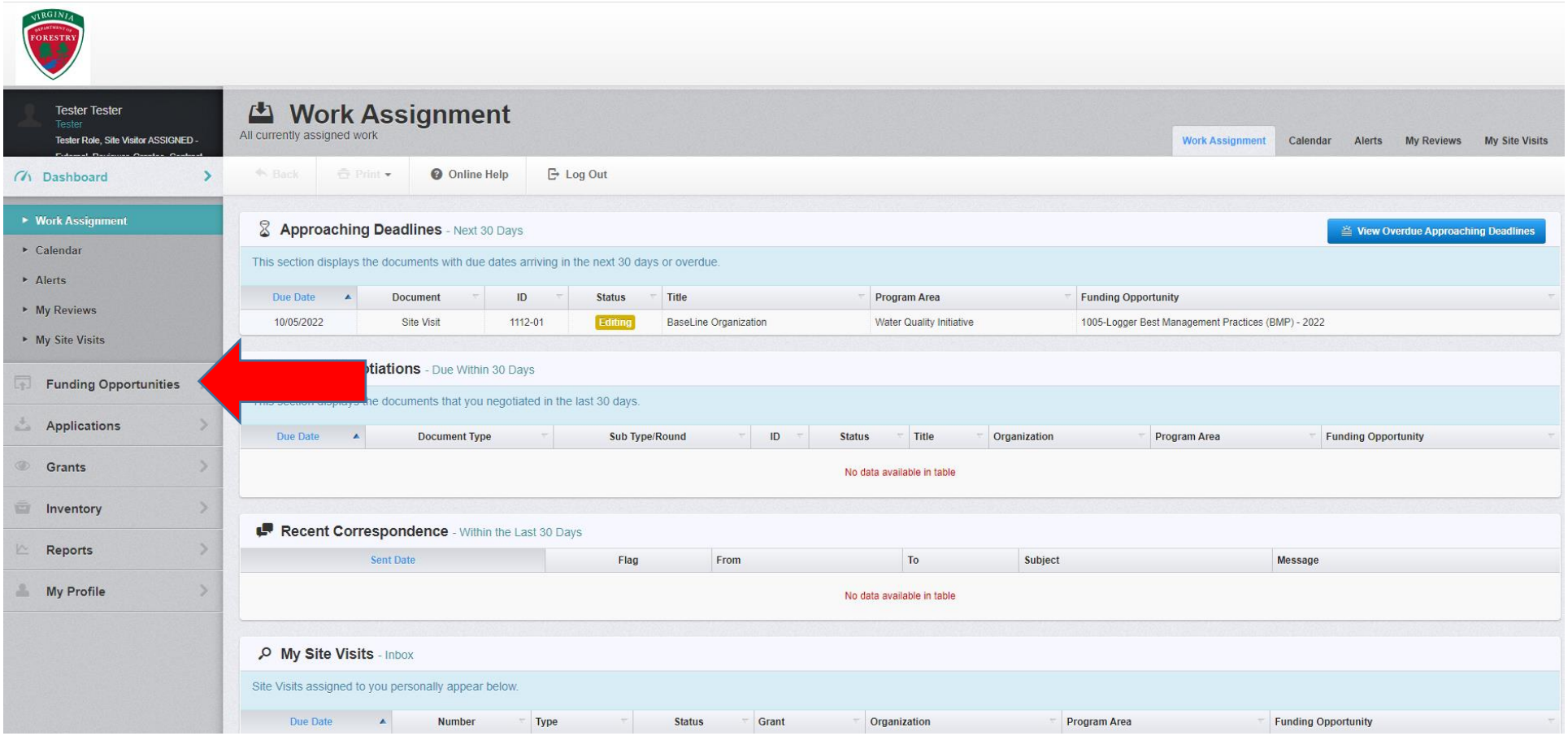
2) The locality is required to complete the mandatory fields marked in red. Click on the green **Save Registration Information** button. VDOF staff will complete the Internal Use Only fields once the organization submits their request for registration.



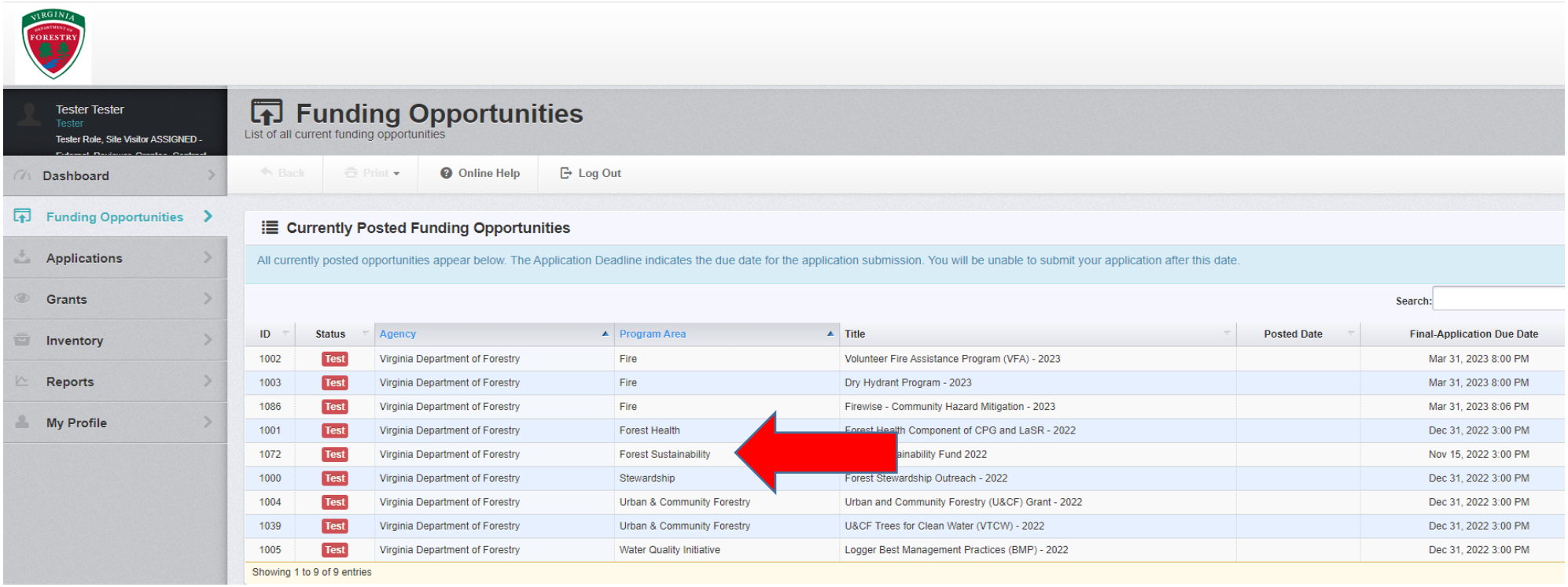
Step 2: Continued



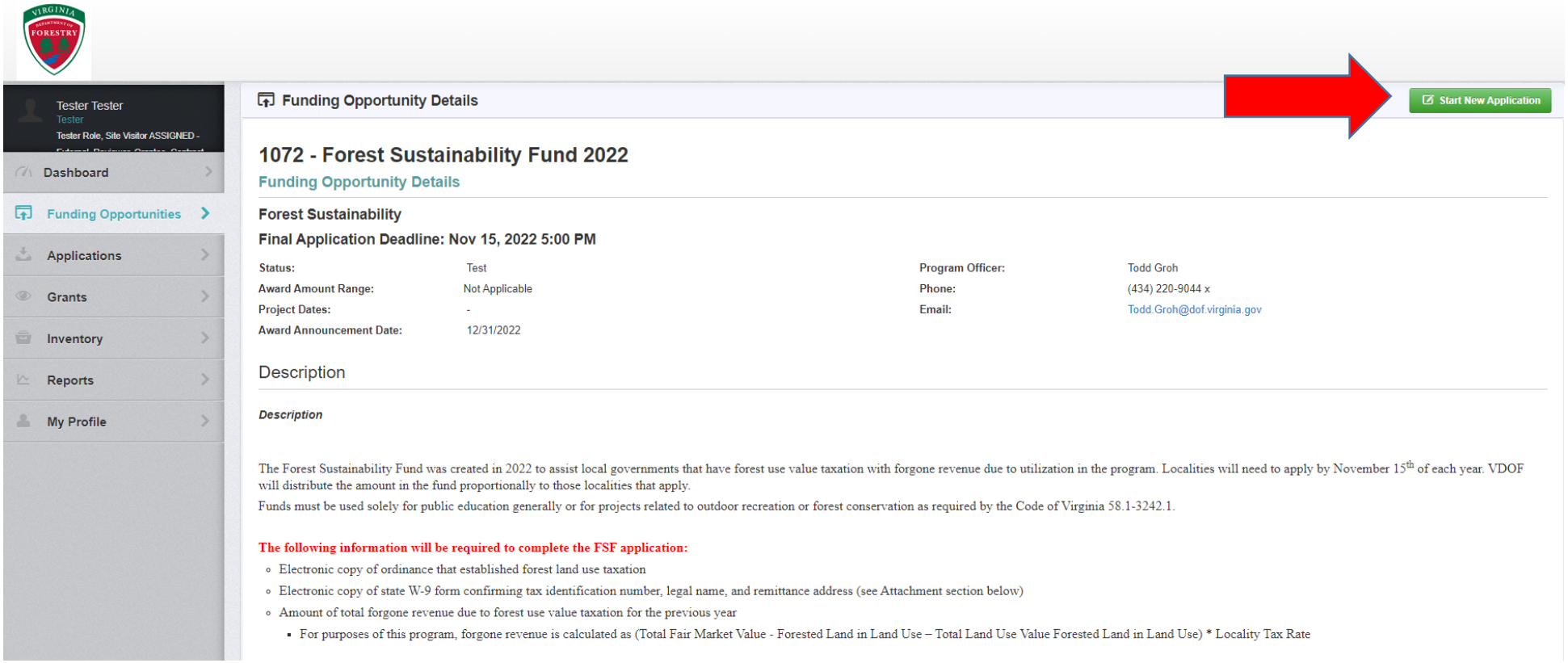
3) Once VDOF approves a locality, a notification email will be sent advising the locality to return to the website: https://vaforestry.webgrantscloud.com/index.do and establish a password and sign in to the system. Arrive at the dashboard and select **Funding Opportunities** from the gray menu box on the left.



4) Funding Opportunities should only show the specific opportunity applicable to them, but if all opportunities are displayed, select **Forest Sustainability**.



5) Click the green **Start New Application** button in upper right corner.



Attachments

Attachments

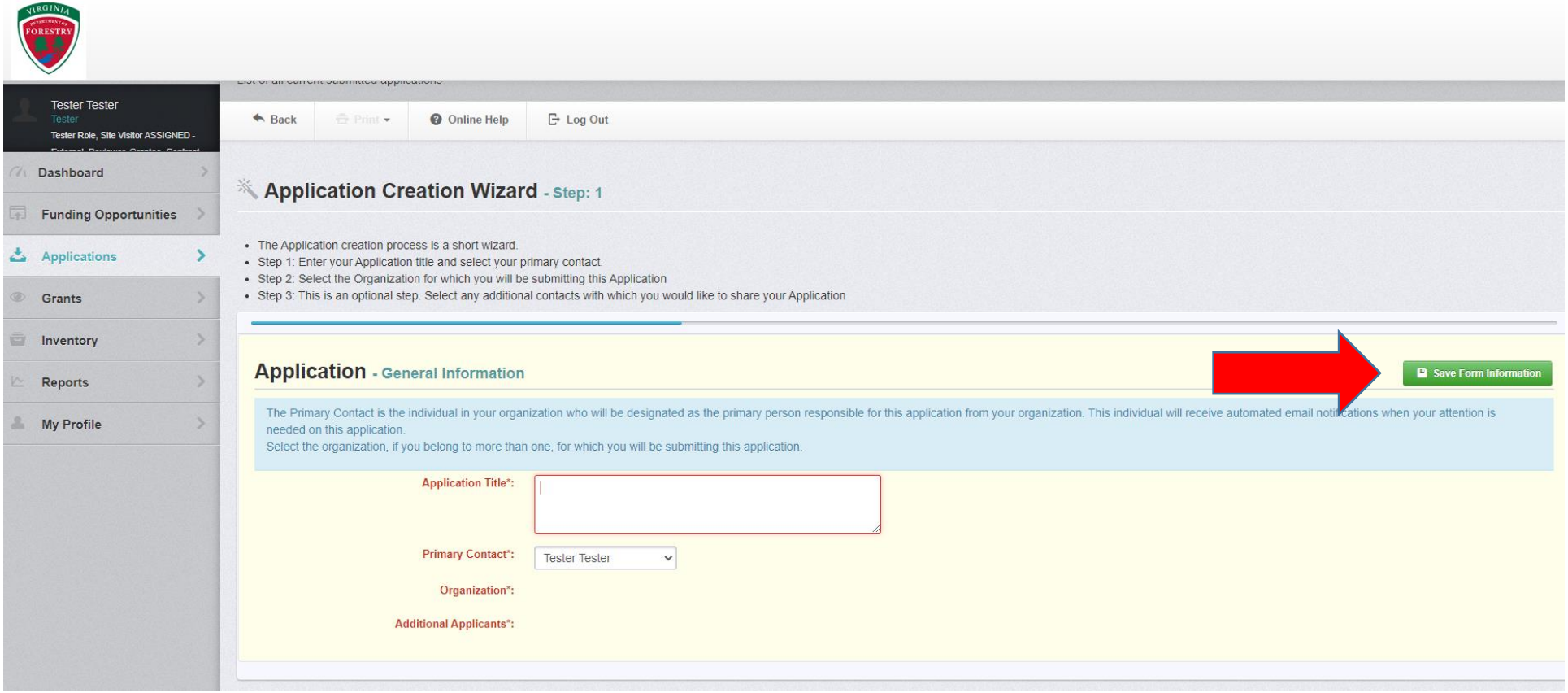
Description	File Name	Type	Size	Upload Date
COV W-9 form - Mandatory	W9_COV.pdf	pdf	463 KB	10/03/2022 03:10 PM

Website Links

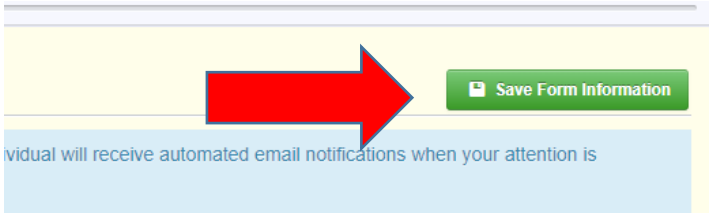
Website links

Description	Link
No Data for Table	

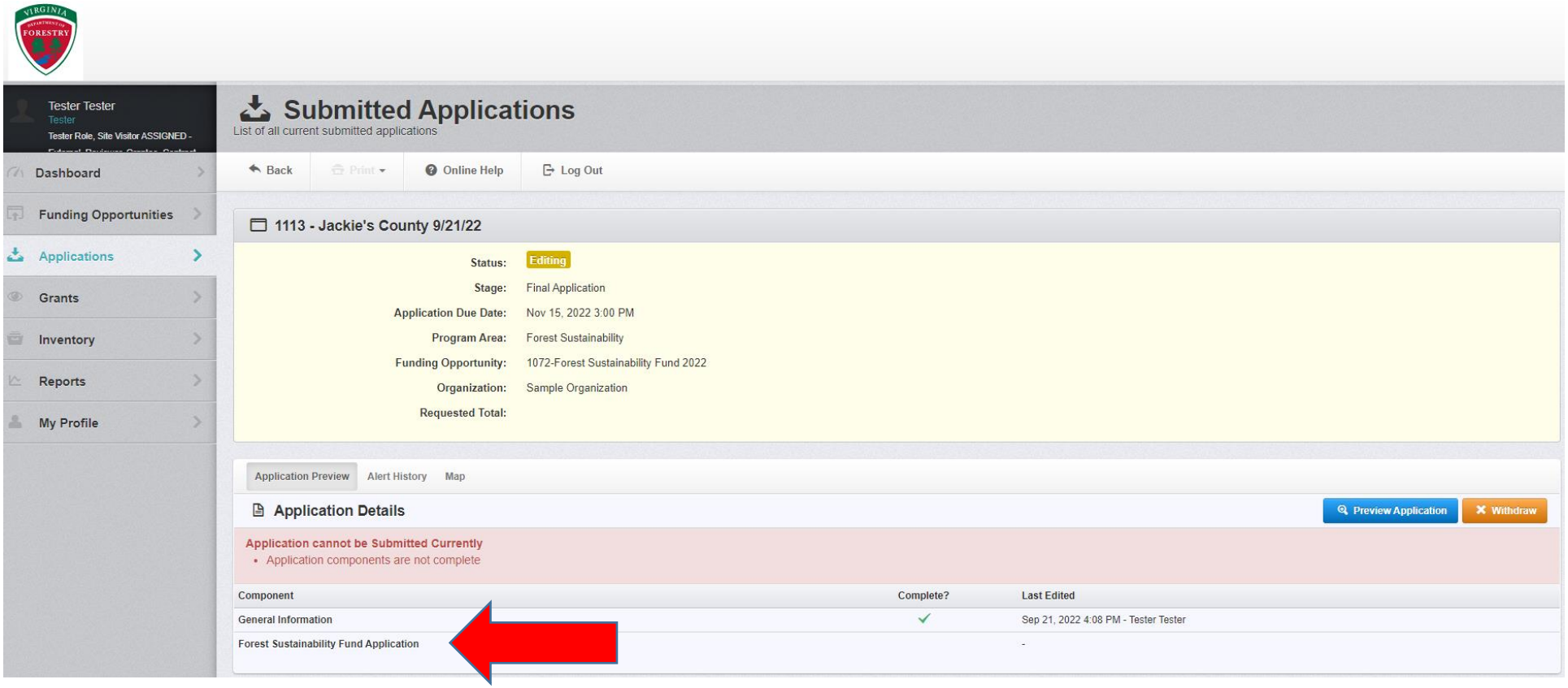
6) At the Application Creation Wizard, complete the red mandatory boxes and click on the green **Save Form Information** button in the upper right corner (Primary Contact and Organization should pull forward from the registration; additional applicants can be entered if applicable). Application Title should be entered as: **(Insert Locality) Forest Sustainability Fund FY23**. Example: Purple County Forest Sustainability Fund FY23.



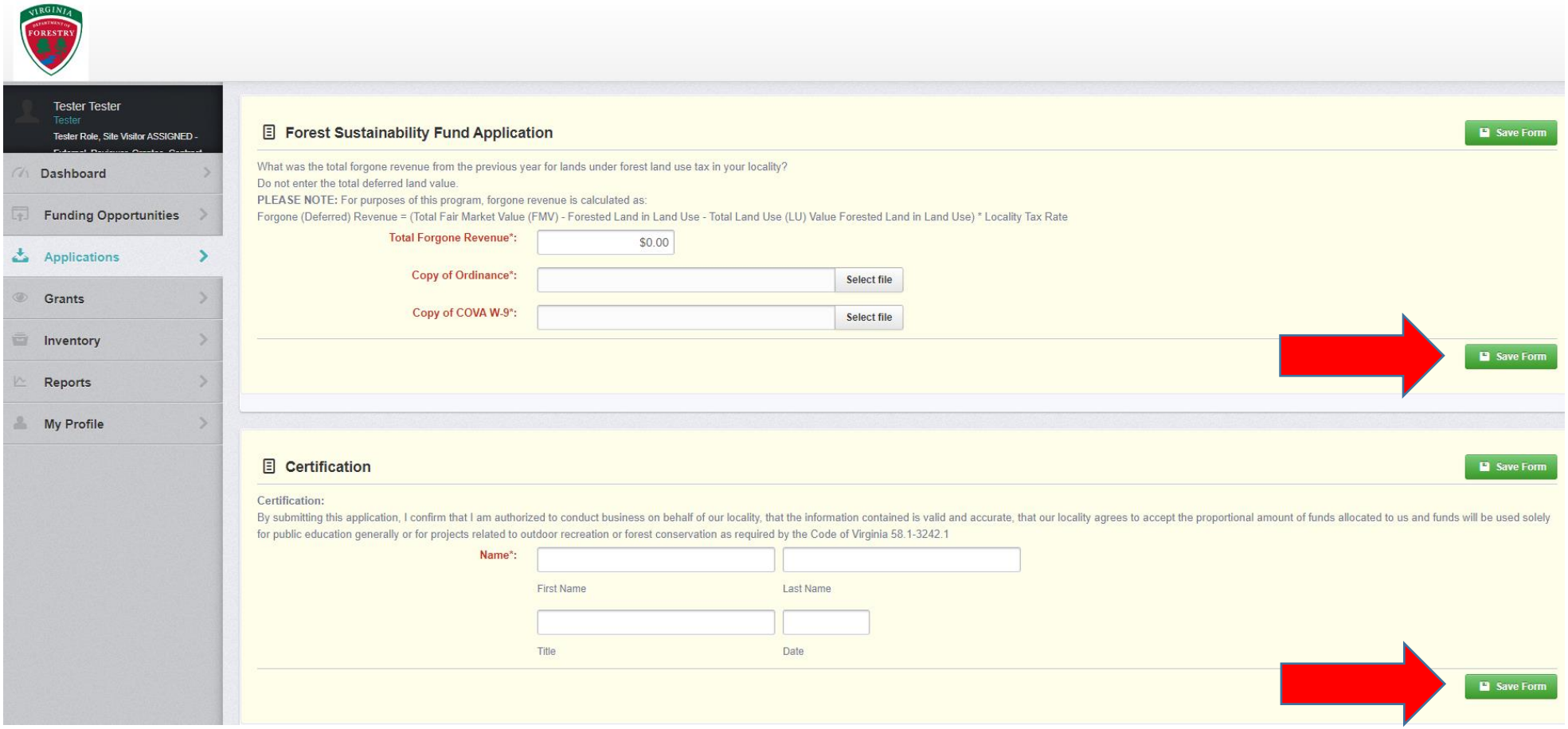
7) Information will be populated. Click on the green **Save Form Information** button in the upper right hand corner again.



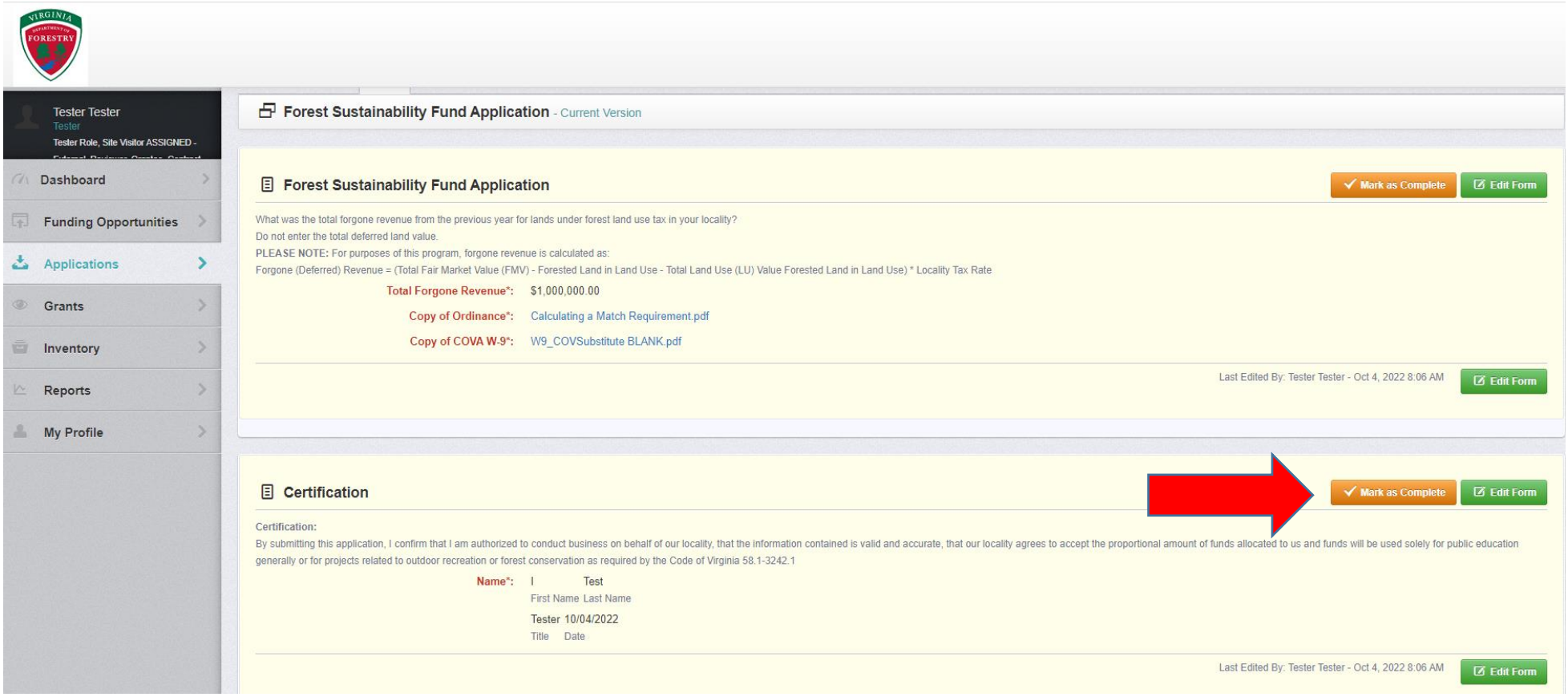
8) Arrive at the Submitted Applications screen. Select **Forest Sustainability Fund Application** to enter specific locality information.



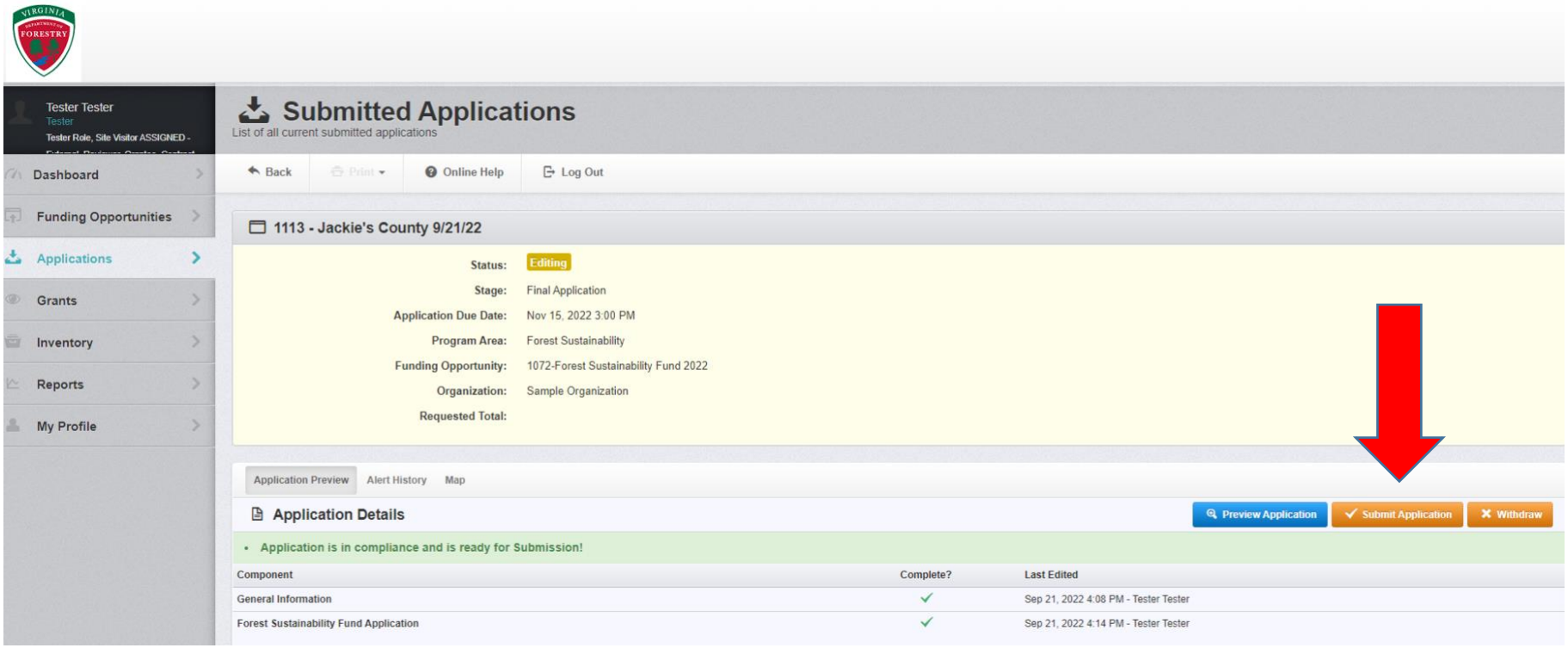
9) Fill in the **Forgone Revenue** box, attach the **County Ordinance** and the **COVA W-9** forms. Fill in the certification boxes and click on the green **Save Form** button in the lower right corner.



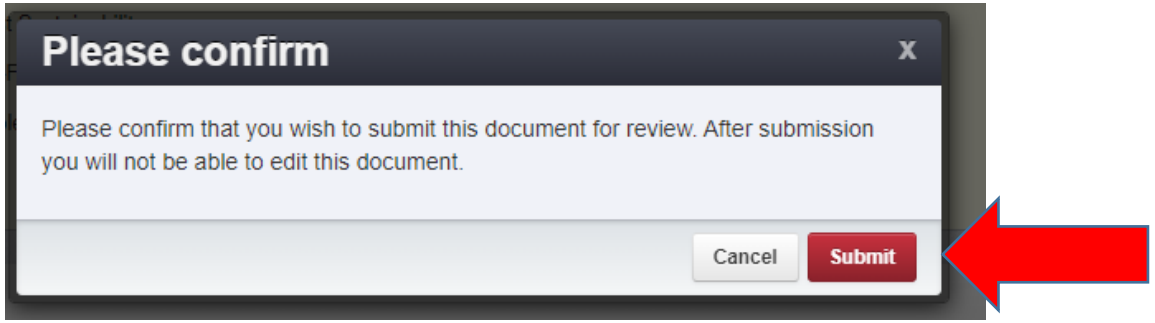
10) Review the information in the Forest Sustainability Fund Application and Certification sections. If all information is correct, click on the orange **Mark as Complete** button.



11) The final step is to click on the orange **Submit Application** button.



12) Confirm by clicking on the red **Submit** button.



The locality will see their current application displayed in the system and will receive an award letter via email once VDOF has calculated all forgone revenue and is ready to award grant amounts. VDOF will process all awards through the accounting system and will transmit funds directly to each locality.